

OFFICE OF STRATEGIC RESEARCH

1 March 1978

Office Notice 20-14

PERSONNEL

1. The purpose of this notice is to establish procedures by which OSR Intelligence Assistants may be considered for advancement to professional level positions.
2. The primary avenue for such advancement will continue to be via the NFAC Advancement Opportunities Program; however, OSR hereby establishes an alternative career avenue which will be available on a limited basis to OSR personnel only.
3. Although there are many Intelligence Assistant positions and functions which may not seem to properly fall into the secretarial/clerical area, such positions, while calling for a contribution different from secretarial positions, are nonetheless considered clerical according to U.S. Civil Service standards and Agency Position Management guidelines. Throughout NFAC and the Agency as a whole, these positions are generally established at the GS-07 level and OSR is no exception.
4. Competition for analyst positions in OSR historically has been and will continue to be extremely keen and most professionals hired by OSR will possess a minimum combination of skills and experience to include a Bachelor's degree and a record of academic excellence. In order to maintain the professional standards and quality demanded by OSR's mission, as well as to afford maximum flexibility within OSR, such qualifications will continue to be the guide for staffing within OSR. Nevertheless, in order to provide upward mobility for OSR Intelligence Assistants, who form a key element in the production of military intelligence, OSR will make a limited accommodation in the professional ranks for a small number of qualified Intelligence Assistants on a case-by-case basis.

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5. Internal candidates proposed for assignment to professional positions in OSR will be recommended by a memorandum signed by the sponsoring Division Chief and addressed to the Director of Strategic Research through the Chief of the OSR Administrative Staff. The memorandum must justify the recommendation and include a candid appraisal of the long-range potential of the candidate. In addition, a specific GS-09 professional position within the sponsoring Division must be identified and made available for the candidate. Attached to the memorandum will be the following:

a. Evaluation



b. An individualized training profile detailing internal and external training completed to date as well as a schedule of proposed training.

c. A position description prepared in Factor Evaluation System format. Performance of basic research, making independent judgments, analysis, and writing must form an integral part of the proposed duties.

d. Transcripts of all college-level course work.

e. A statement signed by the candidate accepting the obligation to pursue college-level work at Agency expense (subject to OTR approval) on non-Agency time. Candidates will agree to complete at least one appropriate, job-related college-level course each semester.

6. The OSR Advancement Panel for FY 1978 and FY 1979 will be composed of the following individuals:



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This panel will convene twice each year to interview and consider candidates who are recommended for assignment to professional level positions. The following factors are among those which will be considered by the OSR Advancement Panel in evaluating candidates:

- a. Length and nature of Agency and OSR service.
- b. Quality of past work experience.
- c. Time spent as an apprentice performing proposed or related duties. (An apprenticeship of at least six months will be required of all candidates.)
- d. Education and training.
- e. In all cases, there must be strong indication that the candidate is able to function on a professional level and show potential for continued advancement to at least two grades higher than his or her present grade.
- f. Candidates will be at a minimum grade of GS-07.

7. The OSR Advancement Panel will present its recommendations to the Career Service Panel for consideration, with the final determination to be made by the Director of Strategic Research.

8. After having been approved by the Director of Strategic Research for assignment to a professional position, a GS-07 will be considered for promotion to

the GS-08 level based on performance and compliance with the employee agreement to pursue college study. The Career Service Panel will generally expect the individual to have served in the approved professional capacity for a minimum of six months with a current fitness report reflecting satisfactory performance in that capacity prior to promotion to GS-08.

9. Promotion to the GS-09 level will be based on performance and continuing compliance with the employee agreement to pursue college study. In addition, promotion to the GS-09 level will depend on the degree and scope of research and analytical duties performed. A candidate for promotion to GS-09 will be expected to be engaged in in-depth research, writing and analysis.

10. Once an employee reaches the GS-09 level, the continuation of his or her program of training and study is strongly urged and will be a major factor in judging the employee's value to OSR and in determining his or her standing in the annual Career Service ranking exercise.

11. OSR employees already occupying professional positions who are in grade as GS-08 or GS-09 are exempt from the provisions of this instruction.



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